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Chief, Management Staff

November 1956

Chief, Suggestion Awards Staff

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Weekly Report - Week Ending 7 November 1956

I. WORK COMPLETED

a. Suggestion Awards Committee Meeting, 1 November 1956
The Committee approved nine employee suggestions and authorized nine cash awards totaling \$750.00. Eleven suggestions were disapproved for awards. Estimated first-year savings derived from approved suggestions totaled \$20,225, the highest figure for a single Committee meeting in the last two years at least.

b. Backlog Report

Status of old cases in process is summarized below:

Cases received prior to 1 January 1956	
still in process	61
Cases received 1 January-30 June 1956	
and still in process	50
Total suggestions received prior to	
30 June 1956 and still open as of	
31 October 1956	111

c. Promotion and Publicity

- (1) Final arrangements have been made for the next showing of the Suggestion Awards display at the Intelligence Products Exhibit scheduled by OTR for RAS Auditorium on 8 November 1956.
- (2) Two sets of 35 mm. color film slides showing IA Program results for fiscal year 1956 have been obtained from PRS Division by duplicating the master slides borrowed from Civil Service Commission. These will be shown to Management Staff and personnel of other components at briefings on SA Program.

d. Processing

Round Robin Packet 52 including eight suggestions recommended for disapproval were sent to Committee members for review. Packet 48 containing thirteen such suggestions was returned from Committee review.

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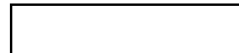
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- e. Training
Mrs. [] attended the briefing on Records
Management Staff functions given 1 November by Mr.
[] (1½ hours)



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- b. Followup on Delinquent Evaluations
Started work on a followup memorandum to Office Heads
requesting status report on all suggestions referred
to their offices for evaluation. Completion scheduled
by 20 November.



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Attachment

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